



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FORENSIC FINGERPRINT SUPERVISOR

Job Number: 20000733

Job Code: 24870V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 02/16/2005

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Acts as supervisor for the AFIS (Automated Fingerprint Identification System) Laboratory employees. Monitors performance, safety and efficiency of the lab. Approves all latent reports of analytical results made by employees during the examination of submitted evidence before it is released to a contributing agency or to the court. Provides expert advice in the forensic field of fingerprints; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience in the lab development of latent fingerprint evidence or field development of latent fingerprint evidence.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in the forensic science of fingerprint comparison, lab development of latent fingerprint evidence or field development of latent fingerprint evidence will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s),

certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises the staff in the AFIS unit. Reviews and signs all latent reports of analytical results made by the latent analysts during the examination of submitted evidence before such reports can be released to the contributing agency or the courts. Oversees quality control of submitted fingerprint cards after entry into the AFIS (automated fingerprint identification system) has no match. Provides expert advice in the forensic field of fingerprints and teaches various law enforcement agencies the techniques of latent print development/recovery, crime scene investigation procedures and the taking of inked finger and palm print exemplars. Works as a Certified Law Enforcement Instructor through the Kentucky Law Enforcement Council. Performs reverse search latent comparisons on the AFIS computer system to determine if an unsolved latent print on file matches a possible suspect that has been arrested. Receives evidence from officers and maintains procedures to protect the chain of custody. Acts as a liaison for law enforcement officers that may initiate contact requesting technical assistance in processing evidence or asking questions regarding evidence in custody and the disposition of said evidence. Conducts safety training for AFIS employees to comply with OSHA office standards and procedures. Provides training on blood borne pathogens and other chemical hazards to maintain laboratory safety standards. Conducts employee evaluations and keeps records of incidents that need to be retained in personnel files.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Some travel may be required to investigate crime scenes. May be exposed to hazardous chemicals and/or fluids when obtaining and/or analyzing fingerprints.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.